

CONSERVATION AREAS

GRAVESHAM
**LOCAL
PLAN**

A Quick guide to:

Maintenance/Replacement Windows and Doors Guidance SPD

How do I apply for the necessary permissions?

The council can help with pre-application advice. For details and information on how to apply for advice and planning permission, visit our [website](#).

I am in a Conservation Area, so do I need planning permission to make changes?

Yes, if you are changing the external appearance of your home, for example replacing or altering existing windows and doors. If in any doubt, contact the Council's planning team to check at planning.admin@gravesham.gov.uk – do not just assume you do not need planning permission.

My property is a Listed building, what difference does that make?

You will require Listed Building consent to replace or alter internal and external windows and doors.

Do I live in a Conservation Area?

You can check by looking at the [Conservation Area Maps](#) on the Conservation and Heritage pages on our website.

Is there any guidance/helpful tips available?

The Council undertook a consultation in early 2020 on Windows and Doors Guidance, the final Maintenance/Replacement Windows and Doors Guidance was approved by members for adoption as a Supplementary Planning Document (SPD) in June 2020, it is available on the [Council's website](#).



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Please do:

- Maintain windows and doors to extend their life. Our Windows and Doors Guidance includes a maintenance plan.
- Consider alternatives such as draught proofing, secondary glazing and slim profile double glazing/low-e single glazing in existing frames. This will help improve the energy efficiency of your home.
- Find a reputable joiner/metal worker to carry out a condition survey of your windows and doors . This is required when applying for planning permission if you are considering installing replacements.
- Retain historic glazing and metalwork where possible, for example letterboxes, door knockers, etc.
- Pay attention to the quality of the work and materials you are considering and ensure they meet the requirements of the Windows and Doors Guidance. These also apply to the replacement of non-historic windows in non-traditional materials in an historic building.
- Remember that each element of an historic window works in harmony with the others. All elements need to be considered in your application.
- Refer to our validation checklist to ensure your application includes all the necessary information.

Please don't:

- Put off repairs. Windows and doors are rarely unrepairable and repairs usually cost less than full replacement.
- Assume replacement is your only option.
- Submit a survey or estimate from a window/door installation company with your planning application as evidence that your windows and and doors need replacing.
- Consider modern replica glazing, glazing bars, or fittings in inappropriate materials.

